



AmeriCorps Member Training and Benefits Checklist

Required Training

Pre-Service

- Training relevant to field of service
- Background info on community served
- Orientation that enhances member security and sensitivity to the community. Include these topics in member contract:
 - Member rights and responsibilities
 - Standards of Conduct
 - Prohibited Activities
 - Requirements under the Drug Free Workplace Act
 - Suspension and termination from service
 - Grievance procedures
 - HR/Organizational/Program Trainings
 - Other non-discrimination issues
 - Other topics as necessary

In-Service

- Structured opportunities for reflection on service activities

Recommended Member Training

Pre-Service

- AmeriCorps 101:
 - History of Service in America
 - The AmeriCorps Network
 - Ethic of service
- Performance measures and how to collect data
- Program operating policies
 - Living allowance
 - Benefits (see below)
 - Timesheets (signed by member AND supervisor)
 - Making up missed service hours
 - Safety protocol
 - Travel Policies
 - Expense reimbursement
- Staff and member roles (Volunteer-Member-Staff Exercise: Training Handbook)
- Recruiting and supervising volunteers
- Diversity and cross-cultural sensitivity
- Sexual Harassment
- Teambuilding (do throughout program year)
- CPR/First Aid (and other Disaster Preparedness and Response)
- Volunteer TN Statewide Events info/ Esprit de Corps (Volunteer TN Event Info)

In-Service

- Citizenship training (see resource sheet)
- Conflict Resolution
- Financial Management
- Life After AmeriCorps
 - Goal setting
 - Resume Writing
 - Job searching/interview skills (etc.)
- Effective Communication
- Accommodation of Persons with disabilities
- Stages of Group Dynamics
- Personality Styles/work Styles
- ***Member Recognition

Required Member Benefits

In-service

- Living allowance— (Required for full-time only)
 - Paid in regular increments only during period of service
- Health care coverage— (full-time only and half-time serving in full-time capacity)
- Childcare—(full-time only, income requirements)
- Occupational accidental death and dismemberment insurance— (Worker's Comp)
- Family and Medical Leave
- Member service gear
- Time to Vote
- Credit for jury duty— (credit for normal service hours only)
- Credit for armed forces reserves two-week activity duty— (Credit for normal service hours only and only if can't be scheduled when it won't disrupt AmeriCorps service. No credit for once-a-month weekend service.)
- Reasonable accommodation—(member must disclose disability and request accommodation)

Post-Service

- Segal AmeriCorps Education Award— (Pending on successful completion of the program)

Other Available Benefits

In-Service

- Food stamps (income dependent)
- Student loan forbearance for qualified loans (member must request forbearance)

Post-Service

- Education award info —
 - www.nationalservice.gov/programs/ameriCorps/segal-ameriCorps-education-award
 - Matching of education award at certain colleges and universities —
 - <http://www.nationalservice.gov/programs/ameriCorps/segal-ameriCorps-education-award/segal-ameriCorps-education-award-matching>
- Student loan interest accrual payment— (member must submit interest payment form)
- Alumni network (www.americorpsalums.org)